



NORTH EASTERN ELECTRIC POWER CORPORATION LTD.
(A Government of India Enterprise)

Tender for Sweeping and Cleaning of

NEEPCO BHAWAN Complex, Guwahati

Notice Inviting Bid & Information to the Bidder

O/O Deputy General Manager(HR)
NEEPCO, Guwahati- 781006

DETAILED NOTICE INVITING BID

(Domestic Competitive Bidding)

NIB No. 02. Dtd 16/10/2019

North Eastern Electric Power Corporation Limited (NEEPCO), a public Sector Enterprise under the Ministry of Power, Government of India invites Single – Stage Two Envelope Bids through online bidding system from eligible & experienced bidders **for providing manpower towards Sweeping and Cleaning of NEEPCO BHAWAN complex and premises at R.G.B Road. Sundarpur Guwahati -781005**

E-Tendering / E-Procurement

This tender will be processed through e-tendering/e-procurement system. The bidding documents are to be downloaded, filled in bids are to be submitted/uploaded through e-tendering system of NEEPCO Ltd. at <https://etenders.gov.in>.

1. Participation in Bids

1.1 Portal Registration:

The bidders intending to participate in the e-tendering and download the detailed bid document have to register themselves in the portal at <https://etenders.gov.in>. Relevant information about the bidder required during the registration is available in the portal.

2. Credentials of the bidders.

Bidders are to submit the following particulars along with the detailed Bid Documents in support of the Qualifying Requirements.

- i) Documentary evidence of Registered Company or Partnership company or Proprietorship company.
- ii) Documentary evidence of EPF registration and payment of EPF contribution against employees regularly.
- iii) Documentary evidence of Registration under ESI act, 1948.
- iv) Documentary evidence of GST Registration certificate.
- v) Documentary evidence of registration with Department of Labour.
- vi) Copies of latest Income Tax Clearance Certificate or PAN
- vii) Copies of experience in this field as per Clause No. 13 of GTC, Section-II.
- viii) Documentary evidence in respect of **annual turn over**
- ix) The Bidder participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format.

3. Submission and opening of Bids

- 3.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in>. Online bidding forms will be available in the above website. Detailed Bid document can be downloaded from this



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website after vendor registration. In the online Bid submission, Bidders will submit their Bids using their digital signature.

3.2 Submission of online bid is mandatory. Bidders shall submit the following documents in offline mode.

- a) Bid Fees as detailed in Clause No. 12.
- b) Earnest Money Deposit (EMD) detailed in Clause No. 12.
- c) Credentials as per Clause No. 2.

These offline documents shall reach this Office within the scheduled date and time mentioned below.

Documents to be submitted in offline mode as specified above shall be contained in a sealed envelope and the same shall be submitted by the Bidder duly marking these envelope as **“For providing manpower towards Sweeping and Cleaning of NEEPCO BHAWAN complex and premises at R.G.B Road, Sundarpur Guwahati -781005.”** along with the Identification No. of NIB. The envelope shall be submitted to the Corporation at the address to “The Deputy General Manager (HR), NEEPCO, R.G. Baruah Road, Guwahati-781005.”

- 3.3 Bidders may view the tender opening results in <https://etenders.gov.in> by marking their presence for online tender opening.
- 3.4 The documents received by the Corporation in offline mode as specified above after the stipulated date and time will be returned unopened to the Bidder and his online Bid will not be considered for evaluation.
4. Bidders are requested to visit <https://etenders.gov.in> regularly for any modification/clarification of the detailed bid document.
5. Submission of bids shall not automatically construe qualification for evaluation. The Corporation reserves the right to reject any or all bids, or to annul the bidding process and reject all the bids, for any justified and genuine grounds without thereby incurring any liability to the affected bidders, nor does it have any obligation to inform the bidders of the ground for such action on the part of the Corporation.
6. Tenderers are advised to contact the Deputy General Manager (HR) for execution of this contract smoothly and satisfactorily. Any lack of knowledge to this effect on the part of the Tender shall not entitle the contractor for any claim whatsoever and shall not be considered a cause of delay. The Tenderer are therefore once again advised to inspect the entire working front and make proper planning before submission of Tender.
7. The tender should be submitted in the prescribed form and the same should be signed properly as laid down here under:
8. If the tender is submitted by any individual, it shall be signed by the proprietor above his full name and full name of his firm with its current business address.



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9. If the tender is submitted by a firm in partnership, it shall be signed by all the partners of the firm above their full names and current business address, or by a partner holding the Power of Attorney for the firm and signing the tender in which case certified copy of the partnership deed and current business of all the partners of the firm shall also accompany the tenders.
10. If the tender is submitted by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the Power of Attorney for signing the tender in which case a certified copy of the Power of Attorney may be required to furnish with satisfactory evidence of its existence before the contract is awarded.
11. On award of work the Contractor shall ensure that their workers are registered with the Assam Building & Other Construction Workers' Welfare Board as per the procedure mentioned in the Act and Rules.
12. **IMPORTANT DATES AND EARNEST MONEY DEPOSIT (EMD)/BID SECURITY/BID FEE DETAILS:**

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| Earnest Money Deposit (EMD) / Bid Security in the form of DD/CDR/FDR/BANK DRAFT from any Nationalised Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati. | INR 18,900.00 (Rupees Eighteen thousand Nine Hundred) only |
| Bid Document Fee in the form of DD/CDR/FDR/BANK DRAFT from any Nationalised Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati. | INR 590.00 (non refundable) (Rupees five hundred ninety) only |
| Date of commencement of downloading of bid document from www.neepco.gov.in and https://etenders.gov.in . | w.e.f. 10.00 Hrs. of 17.10.2019 |
| Last date & time for receipt of online bids: | 1200 Hrs. of 12.11.2019 |
| Last date & time for receipt of offline bids documents to be submitted as per NIB condition: | 1200 Hrs. of 12.11.2019 |
| Date & time of online opening of bids | 1400 hrs. of 13.11.2019 |

Bid Document not received within the specified time and date shall not be considered for evaluation. Tender submitted without Earnest Money Deposit (EMD) shall be out rightly rejected.

NEEPCO reserves the right to extend the last date and time for submission of Bid.

Deputy General Manager (HR)
NEEPCO Ltd., Guwahati